

CARMEL/CLAY PLAN COMMISSION

REVISED 2004 TIMELINE: FILING & NOTICE DEADLINES, DISTRIBUTION DATES¹

PLAN COMMISSION MEETING DATES (Third Tuesday)	FILING DEADLINE: Public Hearing Items (60 days prior)	FILING DEADLINE: Non-public Hearing Items (45 days prior)	TECHNICAL ADVISORY COMMITTEE MEETING** (Third Wednesday)	PLAN COMMISSION COMMITTEE MEETING DATES* (1 st Tuesday)	DEADLINE: Public Notice Deadline (25 days prior)	PACKET DEADLINE: Packets Mailed (10 days prior) Friday	DEPARTMENT REPORTS: Staff Reports Mailed, (5 days prior) Wednesday
January 20	November 21	December 5	December 17	February 3	December 26	January 9	January 14
February 17	December 19	January 2	January 21	March 2	January 23	February 6	February 11
March 16	January 16	January 31	February 18	March 30	February 20	March 5	March 10
April 20	February 20	March 5	March 17	May 6 (Thursday)	March 26	April 9	April 14
May 18	March 19	April 2	April 21	June 1	April 23	May 7	May 12
June 22 (4 th Tuesday)	April 16	April 30	May 19	July 6	May 21	June 14	June 14
July 20	May 21	June 4	June 16	August 3	June 25	July 9	July 14
August 17	June 18	July 2	July 21	September 7	July 23	August 6	August 11
September 21	July 23	August 6	August 18	October 5	August 27	September 10	September 15
October 19	August 20	September 3	September 22	November 4 (Thursday)	September 24	October 8	October 13
November 16	September 17	October 1	October 20	December 7	October 22	November 5	November 10
December 21	October 22	November 5	November 17	January 4, 2005	November 26	December 10	December 20

¹*All scheduled dates are subject to change or cancellation.
See reverse side for additional notes.*

Additional Notes:

*The Plan Commission Committees generally meet to address items forwarded by the full Plan Commission. The above Committee dates are those that follow the Plan Commission meeting displayed at the left of each row.

Technical Advisory Committee (TAC) meets the 3rd Wednesday of the month beginning at 9:00 a.m. in the DOCS Conference Room. **The distribution deadline for plans to the Technical Advisory Committee is 15 days prior to the TAC meeting date. The above TAC dates are those that must be attended to proceed to the Plan Commission meeting displayed at the left of each row.

Carmel Common Council meets the 1st and 3rd Monday of each month at 7:00 p.m.

Board of Public Works meets the 1st and 3rd Wednesday of each month at 10:00 a.m.

For additional information contact the Department of Community Services at 317/571-2417.

CARMEL/CLAY PLAN COMMISSION

PUBLIC NOTICE REQUIREMENTS

The Commission requires the Petitioner to notify by Certified Letter all persons deemed by State Statute and the Commission to be Interested Parties as defined in the Rules of Procedure. Notice of all Public Hearings shall be published or sent not less than *twenty-five (25) days* prior to the Public Hearing date (including the date of the hearing). The parties designated in the Rules of Procedure will be the persons designated by the Commission as the party responsible for causing the notice to be published. For the purposes of consideration, a newspaper or general circulation in the county in accordance with the Indiana Code is the Indianapolis Star (317/444-7163); E-mail Carol Mitchell at publicnotices@indystar.com.

The following information shall be included in both the published legal notice and the notice of interested parties:

- (a) Docket number and the substance of the matter to be heard
- (b) The legal description of the subject real estate
- (c) General location by address or other identifiable geographic characteristic of the property
- (d) Name of the person, agency or entity initiating the matter to be heard
- (e) A general description of the Petitioner's request of approval
- (f) Date, time and place of the Public Hearing
- (g) Statement that the petition may be examined at the Office of the Plan Commission (Carmel Department of Community Services)
- (h) Statement that any person may offer verbal comments at the Public Hearing or may file written comments prior to or at the hearing
- (i) Any other information that may be required by law to be contained in such Public Notice

All meetings (unless otherwise noted) are conducted at:

Council Chambers
Carmel City Hall, 2nd Floor
One Civic Square
Carmel, IN 46032

Written comments may be sent to:

Carmel/Clay Plan Commission
c/o Ramona Hancock, Secretary
Carmel City Hall
One Civic Square
Carmel, IN 46032

Files may be examined at:

Department of Community Services
Division of Planning & Zoning
Carmel City Hall, 3rd Floor
Carmel, IN 46032
317/571-2417